

Employment Services Support Manager Job Posting

Job Title:	Employment Support Manager
Job Type:	Project Term
Term Duration:	June 2024 to January 10, 2025
Work Schedule:	Monday - Friday 8:30am-4:30am (35 hours/week)
Wage:	\$26.78 hour
Location:	On-site - BGC Winnipeg Head Office, 300-61 Juno Street, Winnipeg

Empowering Youth Towards Meaningful Employment – Employment Services at BGC Winnipeg offers free, pre-employment training for youth ages 16-29. Our one-on-one and group services empower individuals with the tools, skills and training needed to successfully attain and maintain employment. We provide support in resume and cover letter development, job search assistance, interview preparation, career counselling, access to technology for employment purposes, and pre-employment/life skills workshops.

For over 40 years, BGC Winnipeg, one of Winnipeg's largest child and youth-serving charitable organizations, has provided programming directly to children and youth in vulnerable neighbourhoods. FREE Community-based services. Positive relationships. Life-changing programs. We provide safe, supportive places where all kids and youth, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life.

RESPONSIBILITIES:

In cooperation with the Director of Employment Services, the Employment Support Manager will assist participants ages 16-29, in developing skills and knowledge that will allow them to access employment. This position will also liaison with employers to obtain employment opportunities for our participants.

- Design and deliver programs and training workshops that meet the need of our participants we work with and will enhance their employability.
- Develop individual training plans and goal setting in cooperation with program participants
- Monitor and record participant progress
- Develop, maintain, and nurture collaborative community relationships to strengthen services and supports for participants.
- Liaise with employers to create employment opportunities for our participants.
- Monitor and record job placements and skill development and conduct ongoing follow up to ensure successful employment outcomes for our participants
- Ensure the accuracy and confidentiality of records regarding the agency, programs, and participants are maintained
- Act as a positive mentor for participants; establishing positive relationships while maintaining healthy boundaries and professionalism
- Administrative duties such as answering call, scheduling clients, research, compiling training material, filing, and record keeping

REQUIRED SKILLS AND ABILITIES:

- Post secondary education in a social sciences field or equivalent combination of education and/or related experience

- Experience in small and large group facilitation
- Knowledge of and experience within cross-cultural settings
- Demonstrated knowledge of labour market conditions
- Knowledge of youth issues and barrier to employment
- Effective interpersonal communication
- Strong communication and public speaking or facilitation skills
- Knowledge of adult learning principles
- Experience working with young adults of diverse backgrounds, cultures, experiences, and abilities
- Computer skills with proficiency in Microsoft Office 365
- Possess a valid Class 5 Full Driver's License, have access to a reliable vehicle maintain a clear Driver's Abstract
- Must provide clear criminal record (including vulnerable sector) and child abuse registry checks obtained within 6 months prior to hire date.

How to Apply: If you are interested in this role, we would like to hear from you. Please forward your cover letter and resume in confidence to hr@bgcwinnipeg.ca. Please indicate the position you are applying for in the subject line of the email.

Posting open until position is filled.

For more information about BGC Winnipeg check out our website at www.bgcwinnipeg.ca

BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodations to applicants with disabilities throughout our hiring process, upon request.